

Charles County Sheriff's Office Retirement Plan- Sworn Procedures for Applying for the Deferred Retirement Option Program (DROP)

1. Complete an Election to Participate in DROP Form.
2. Submit the Election to Participate in DROP Form, no later than the first day of the month that is three months prior to the first day of the month in which the Participant elects to begin participation in DROP. If the due date for the election falls on a Saturday, Sunday or day when the County's offices are closed, the due date shall be the next day during which the County's offices are open.
3. Include a binding letter of resignation accepted by the Sheriff, in accordance with the Sheriff's Office Policies and Procedures then in effect, setting forth the date the Participant intends to terminate employment following completion of the five year DROP period.
4. Return the Election to Participate in DROP Form and the binding letter of resignation accepted by the Sheriff to:

Charles County Government
Attn: Megan Donnicks, Asst. Director of Human Resources
P.O. Box 2150
La Plata, MD 20646
5. A memo will be sent to you from Megan Donnicks, Asst. Director of Human Resources, approving or denying your election to participate in the DROP. If approved, you will also, receive a statement which indicates the monthly pension amount to be credited to your DROP account.
6. A statement will be provided annually for your review, at the same time the pension statements are created for active participants with a July 1st effective date.

Charles County Sheriff's Office Retirement Plan- Sworn Procedures for Terminating the Deferred Retirement Option Program (DROP)

1. If an employee decides to terminate their employment prior to their DROP termination date, submit a letter of resignation to the Sheriff, in accordance with the Sheriff's Office Policies and Procedures and Megan Donnick, Asst. Director of Human Resources. No advance notice is needed.
2. Megan Donnick, Asst. Director of Human Resources, will prepare and mail a retirement package that will include the following:
 - a. DROP Account Disbursement Information
 - b. Retirement Options

If an employee should reach a termination date by reason of total and permanent disability, the participant will forfeit his or her DROP account. The benefits payable would be pursuant to the terms under the disability retirement portion of the plan.

If an employee should reach a termination date by reason of death, the DROP account of the DROP participant will be forfeited. The participant's beneficiary or surviving spouse or children will receive the benefits payable pursuant to the death benefits portion of the plan.